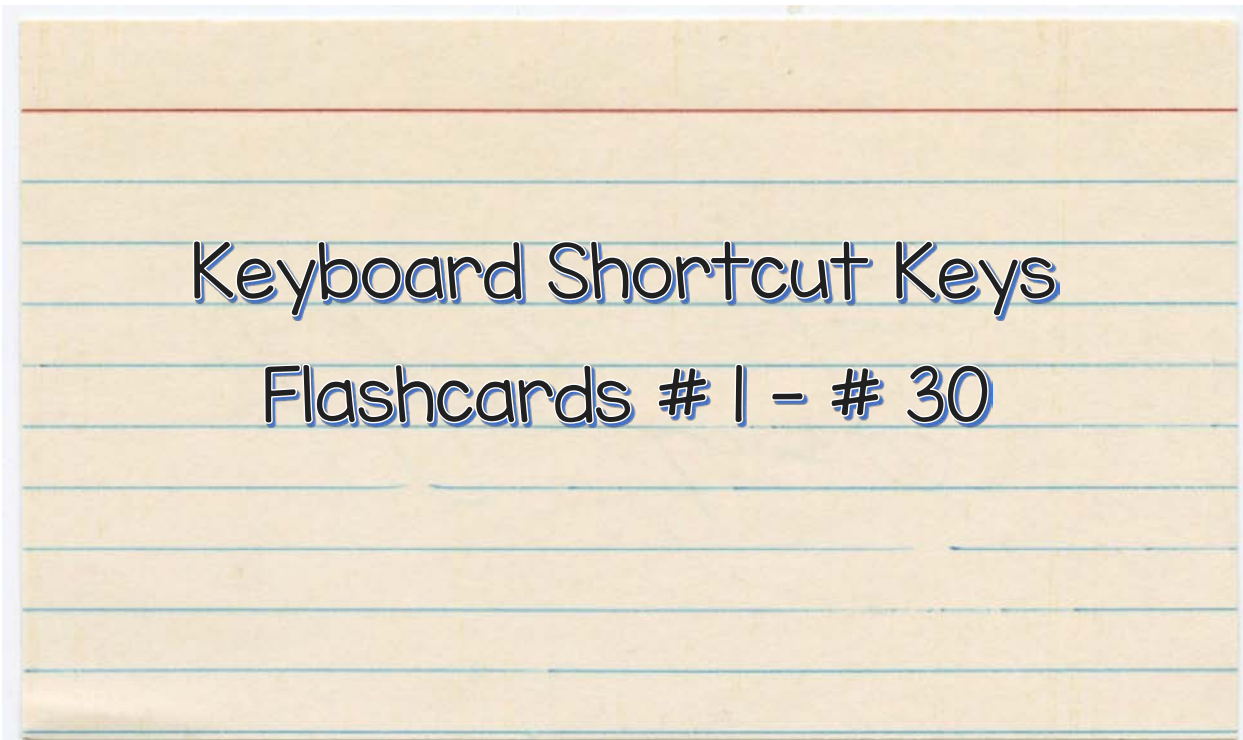


Name: \_\_\_\_\_

Unit Test Date: \_\_\_\_\_



**Flashcard Directions:** Cut out each flashcard along the solid line. Fold each flash card so that the keyboard shortcut keys are shown on one side and the function is on the back side. Glue or tape each flashcard together. Study independently, and then have someone else quiz you.

**Note:** A Quizlet is available for students to study online flashcards, play memory games online, and create practice quizzes online using all 30 keyboard shortcut keys. Visit [www.crazy4computers.net](http://www.crazy4computers.net), navigate to the **fifth grade** menu, select the **Shortcut Keys** webpage in the drop down menu, and scroll toward the bottom of the page to locate the link. You can use any digital device!

**Study! Study! Study!**

**Ctrl + L**

**Left Justify  
(align)**

**Ctrl + R**

**Right Justify  
(align)**

**Ctrl +  
Backspace**

delete an entire  
**WORD** to the **LEFT**  
of the cursor

**Ctrl + Delete**

delete an entire  
**WORD** to the **RIGHT**  
of the cursor

**Ctrl + Home**

bring cursor to the beginning of a document (top)

**Ctrl + End**

bring cursor to the end of a document (bottom)

**Prnt Scrn**

capture an image of exactly what is showing on your screen

**Shift + F7  
key**

open a thesaurus

**Ctrl and +  
key**

Zoom INto a document to make it appear larger

**Ctrl and - key**

Zoom out of a document to make it appear smaller

**Ctrl + K**

create a Hyperlink  
/link

**Ctrl + c**

copy selected text or image

**Ctrl + X**

Cut select text or an image

**Ctrl + V**

Paste text or image that has already been copied or cut

**Ctrl + P**

**print**

**Ctrl + O**

**Open**

**Ctrl + I**

make text  
italic

**Ctrl + F**

Find specific text in a  
document

**Ctrl + E**

Center justify  
(align)

**Ctrl + Shift +  
F**

change the  
Font

**F7**

**Check  
Spelling**

**Ctrl + U**

**Underline  
text**

**Ctrl + Z**

**Redo**

**Ctrl + Y**

**Undo**

**Ctrl + N**

New Document/tab

**Ctrl + A**

select ALL

**Ctrl + B**

**Bold text**

**Ctrl + S or  
Shift + F12**

**Save a  
document**



**Arrow keys**

used to move cursor  
around in text (up,  
down, side to side)

**Shift + Arrow  
keys**

used to select and  
highlight existing text